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## 2018-03-19 Common Academic Program Committee Minutes

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## **CAP COMMITTEE**

**Monday, March 19, 2018 | 1:30-2:30 p.m.; Kennedy Union 331**

**Present:** Brad Balser, Lee Dixon, Chuck Edmonson, Heidi Gauder, Michelle Pautz, Danielle Poe, Randy Sparks (*ex officio*), Bill Trollinger, Diandra Walker, John White, Shuang-Ye Wu

**Excused:** Peter Hansen, Linda Hartley (*ex officio*), Fred Jenkins (*ex officio*), Scott Segalewitz (*ex officio*)

**Guest:** Connie Bowman

### **I. Course Review**

#### **1) EDT 324: Education and World Religions**

##### **A. Course Proposal Information:**

1. Proposer: John White was present, as well as department chair Connie Bowman.
2. Components: Crossing Boundaries-Faith Traditions, Advanced Religious Studies
3. Institutional Learning Goals: Faith Traditions (advanced), Community (expanded)

##### **B. Discussion:**

1. The committee discussed the following minor revisions:
  - a. "Students will" will be removed from each Course Learning Objective (CLO) since the phrase "After completion of the course, students will be able to:" is included in the heading for CLOs.

##### **C. Committee's Actions:**

1. Motion: A motion was made to approve the course pending the minor revisions noted above.
2. Vote: 10-0-0 (in favor-against-abstention). The CAP Office will make the edits in CIM on behalf of the proposer.

### **II. 4-Year Review Process for CAP Courses: subcommittee recommendations**

##### **A. Document: Summary of Subcommittee Recommendations: 2017-18 review cycle**

##### **B. Discussion**

1. Subcommittee #1 presented recommendations for the 4-Year Review reports they reviewed. The subcommittee's specific feedback, as well as additional feedback from the entire committee, will be shared with the respective department when the committee's decisions (full renewal for four years, conditional renewal for two years, or non renewal) are communicated to departments by May 15. An update will be provided to departments by March 23 to let them know whether or not the committee requests any additional information or consultation before the end of the semester. The following information includes only the committee's decision and corresponding vote for each course.
  - a. EDT 340: Educating Diverse Student Populations in Inclusive Settings: full renewal for four years (Vote: 10-0-0, in favor-against-abstention)
  - b. HST 302: Identity in Ancient Greece: conditional renewal for two years (Vote: 10-0-0, in favor-against-abstention)
  - c. HST 319: The British Empire: conditional renewal for two years (Vote: 10-0-0, in favor-against-abstention)
  - d. HST 339: Gandhi's India: conditional renewal for two years (Vote: 10-0-0, in favor-against-abstention)
  - e. HST 343: History of Civil Engineering: conditional renewal for two years (Vote: 10-0-0, in favor-against-abstention)
  - f. HST 355: American Urban History: conditional renewal for two years (Vote: 10-0-0, in favor-against-abstention)
  - g. HST 498: History Capstone Seminar: conditional renewal for two years (Vote: 10-0-0, in favor-against-abstention)

- h. HST 315: Postwar Europe 1945-1990: The committee previously discussed this course on March 12. The decision was non-renewal because a 4-Year Review report was not submitted for the course. The decision was already communicated to the department chair. As previously discussed, the removal of CAP designation for the course will be effective with the 2018-19 Catalog. It will continue to satisfy the originally approved CAP components for students under Catalog years 2013-14 through 2017-18. The department can need to resubmit a proposal and go through the department, unit, and CAPC approval processes if they want to include the course in CAP going forward. If they choose to do so, the proposal will need to include a clear, detailed assessment plan and the course would receive conditional approval for two years.

### III. CAPC Procedures: revisions

#### A. Document: CAPC Procedures (revised 03/14/2018)

#### B. Discussion

1. The committee previously discussed the need to update the CAPC Procedures relative to the 4-Year Review Process (e.g., adding language to outline how course proposals will be handled if they are resubmitted after losing CAP designation as a result of not submitting a 4-Year Review report). The committee reviewed the following updates to the procedures (noted in bold text and strikethrough):
  - a. Under 4.8 Periodic Course Review: "...The initial review must take place four years from the time the course is first listed in the Catalog as a CAP-approved course. Subsequent reviews must take place ~~within every~~ four years from the last time that the course was re-approved. Six months before the end of ~~such a~~ the four-year time period the department that submitted the original course proposal will be notified of the need to have the course reviewed..."
  - b. Under 4.8.2.B CAPC Process: "If a course has no current assessment plan employed *and* does not provide a plan for assessment of the University of Dayton Institutional Learning Goals, it will not be re-approved for CAP. **Refer to section 4.9.5 for further details.**"
  - c. Under 4.9.5.C (Workflow) Course is not re-approved: "A course that is not re-approved may be resubmitted at a later date. **If it is resubmitted following action taken as described in 4.9.5.C [Description], the course must include a clear, detailed assessment plan and satisfy criteria for the proposed CAP components and University of Dayton Institutional Learning Goals in order for the CAPC to approve it. The course would receive conditional approval for two years.**"
2. A motion was made to approve the CAPC Procedures with the revisions noted above. Vote: 10-0-0 (in favor-against-abstention).
3. The updated procedures will be submitted to the Academic Policies Committee for approval. (Note: The APC approved the revisions to the CAPC Procedures noted above on April 13, 2018.)

### IV. 4-Year Review Process: draft letter templates

#### A. Document: 4YR Letter Templates (revised 03/15/2018)

#### B. Discussion

1. Letter templates were prepared for notifying department chairs about the CAPC's decisions regarding courses going through the 4-Year Review Process. There are three versions: renewal for four years, conditional renewal for two years, and non-renewal. The letters will allow for standardization in providing feedback for common issues (e.g., Course learning objectives should be clearly mapped to Institutional Learning Goals). There will also be opportunity to provide specific feedback and suggestions when applicable. The committee endorsed using the letter templates.

The meeting adjourned at 2:30 p.m.